



Viewer Basics: User Guide

Making a Layout (Map)

Exercise #5

In This Exercise:

- Add Themes and Make Changes
- Starting the Layout
- Adding Symbols to the Layout
- Adding Text to the Layout
- Preparing the Map for Print

**In this exercise,
we will use
Ashburnham in
all diagrams.
You use your
own town.**

1. Add Themes and Make Changes

- a) Be sure your View contains a **MA Towns** extent (**Z button**) that focuses on **Your Town**. In your View's Table of Contents have the "**MA Towns**" theme **check and activated**.
- b) Go to the "**A**" button and add the following themes to the View

"Openspace Ownership"

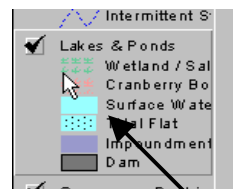
"Lakes and Ponds 25K"

"Rivers and Streams 25K"

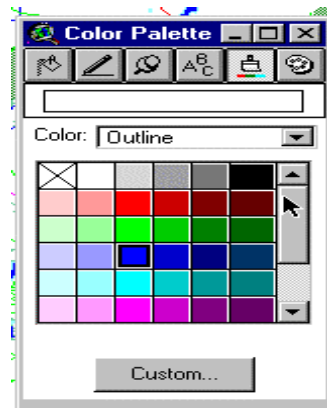
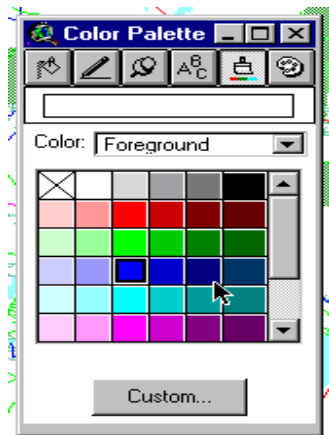
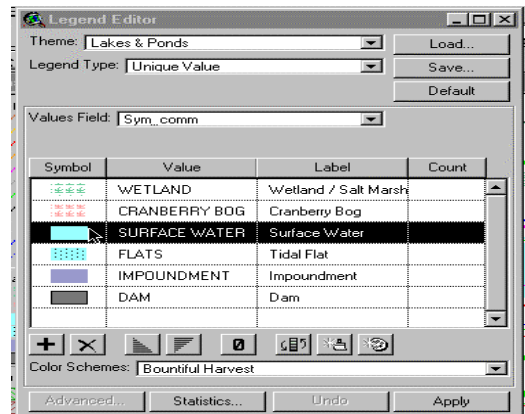
"Census Road segments (arcs)"

Hint: These themes are found in the following menus: Conservation/Recreation, Openspace, "All Openspace by Ownership – Transparent". Physical Resources, Hydrography (Water Features), "Lakes and Ponds..25K". Physical Resources, Hydrography (Water Features), "Rivers and Streams..25K". Infrastructure, Census TIGER Roads, "Tiger road segments (arcs)".

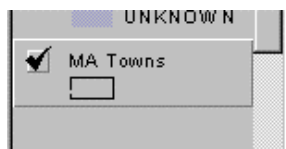
- c) Turn on all the new themes by checking their boxes in the View's Table of Contents
- d) Use your skills to change the **lakes and ponds symbol** to a dark blue. Change only this item within the theme. Also change the outline to dark blue. Hint: You will need to use the "foreground" selection, and also the "outline" selection



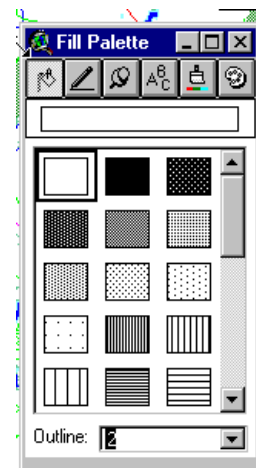
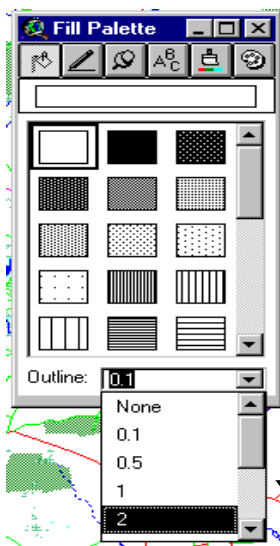
Water Box
to Change



- e) Also return to the “MA Towns” theme and using its “Legend Editor” change the outline to a thicker line. **Hint:** Click on the Legend Editor or the “MA Towns” theme. In the “Fill Palette” at the bottom for “outline” select the number two (2). Click Apply.

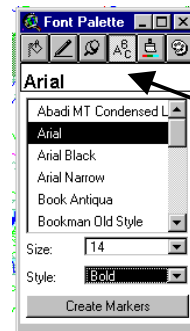


Theme Activated



Drag Down

- f) Using the “**Auto Label**” button or go to the Theme menu and select “Auto Label”, label all of the communities abutting Your Town. **Hint:** Remember the “**MA Towns**” theme must be active for the labeling to be correct. To select the font size, type and style, go to the Window menu and select “Symbol Window”. When the Palette appears, click on the Font Palette represented by letters. Pick the kind of font size, type and style, click “Create Markers”, close the window. Return to the “Auto Label”.

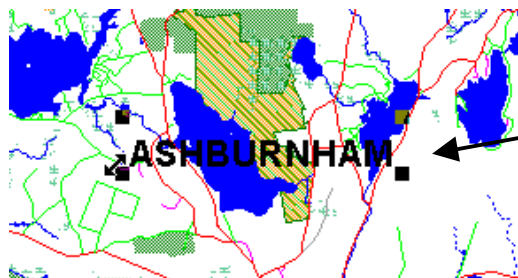


Letter or Text focus

- g) It is possible that when all the communities are labeled, some will not show in your view. You will need to use the “**Pan**” tool to bring these communities into your View. Once this is done, use the “pointer tool” and click onto the community names. Drag the names to where you want them located. We suggest the upper area of the community. Now using the “**Pan**” tool, return your View so that Your Town is in the middle.



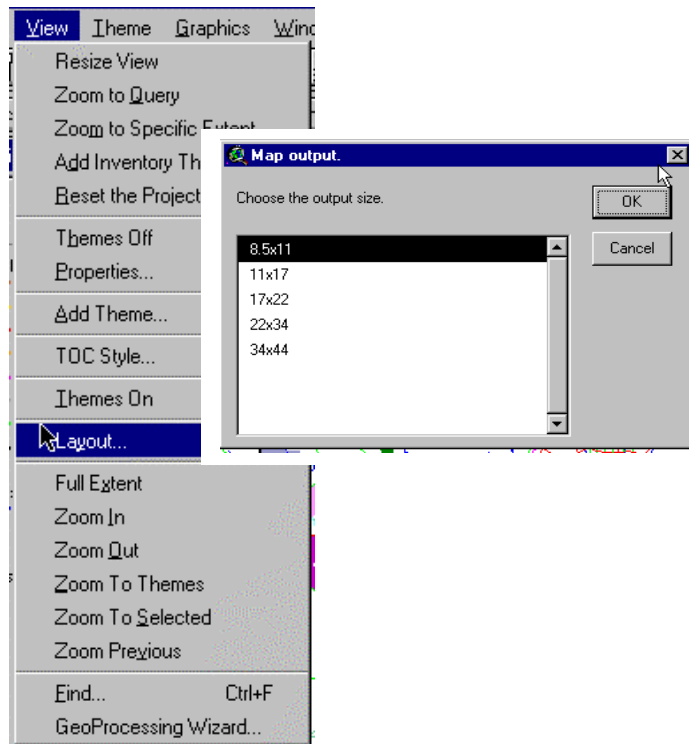
- h) We will also select “Your Town” label and delete it from the View. Use the “Pointer” tool to select it, and hit the delete button on the keyboard.



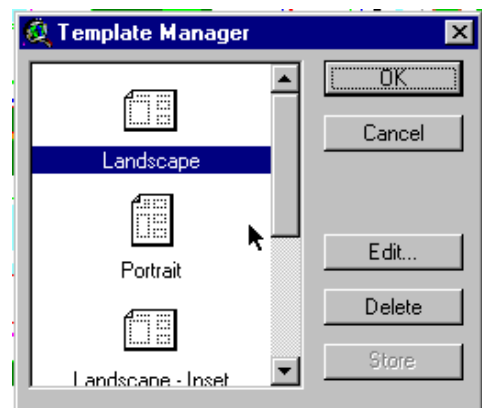
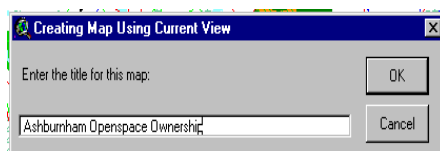
Ashburnham selected by pointer, ready to delete.

2. Starting the Layout

- Go to the **View menu** and select “**Layout**”.
- When the “**Map Output**” window appears, choose the smallest paper size. Click **OK**.

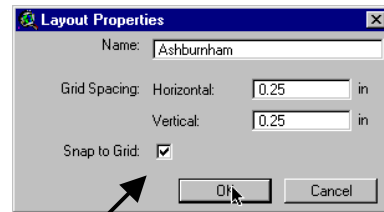


- c) In the “**Title Box**” type the title “**Your Town Openspace Ownership**”. Click **OK**.
- d) In the “**Template Manager**” window, select “**Landscape**” and click **OK**.



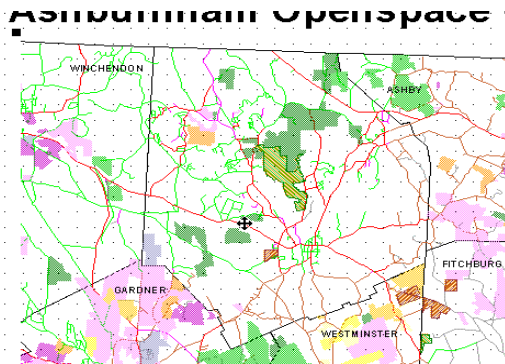
- e) In the **Layout menu**, select “**Layout Properties**” and in the “**Name**” box, type “**Your Town**”, Click **OK**.

- f) If the “**Layout1**” (now **Your Town**) window is not already maximized on your screen, click in the maximize box in the “**Your Town**” window’s upper right corner.

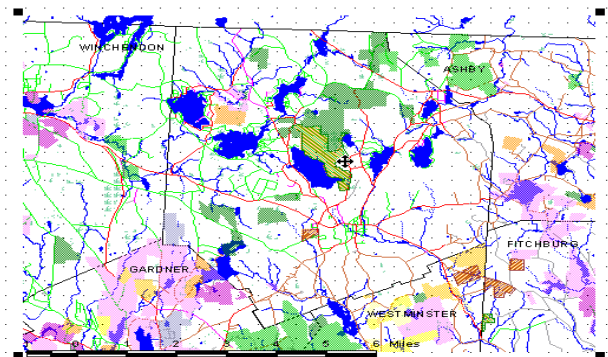


Snap to Grid

Note: Sometimes themes and their features that are shown in the View’s Table of Contents may not draw if the selected paper size is too small. For the Lakes to draw you will need to change the paper size to 11 x 17. This is option. If you plan to print your map be sure your printer has 11 x 17 options and has the paper installed. Sometimes you can get the symbols to show by clicking on the map image and increasing its size slightly in the layout window.



Map Selected by Pointer Tool

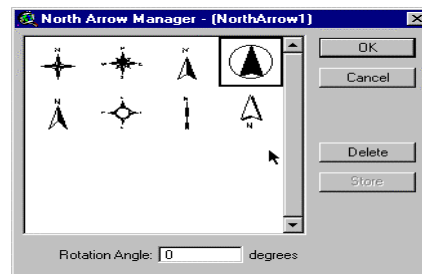


Map Image stretched towards the right to show lakes

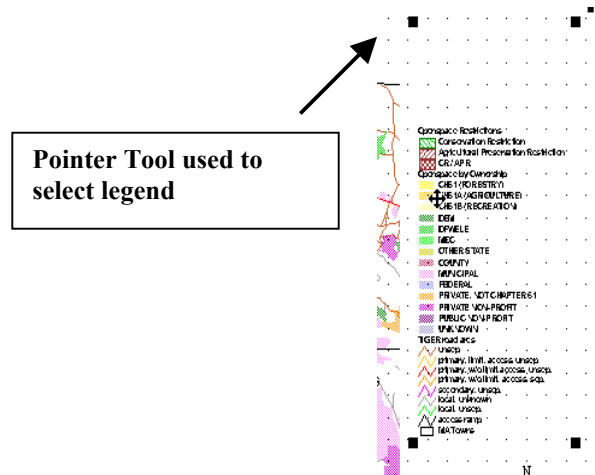
3. Adding Symbols to the Layout

- a) When the “**Your Town**” window appears, the north arrow, the title box and the scale bar are already placed in the View. To change the **North Arrow**, with the pointer, double click on the “**north graphic**” in the Layout.

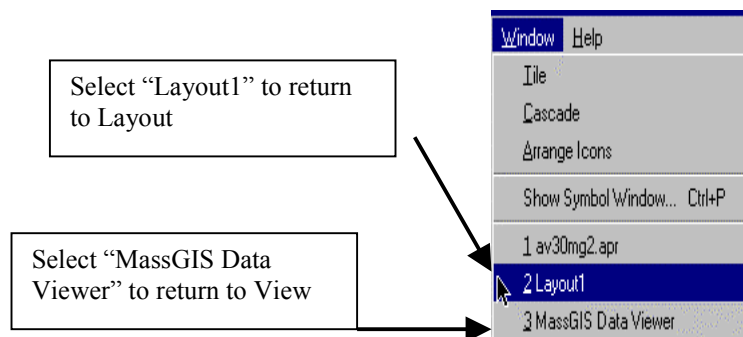
- b) A “**North Arrow Manager**” window appears. Select a different North symbol than the one shown in your Layout. Click **OK**.



- c) Click on once on the “**Legend**” which includes all the themes from the View’s table of contents. Drag the symbol box and theme name to a different location on the Layout View. Continue this process until everything seems to fit into the layout.

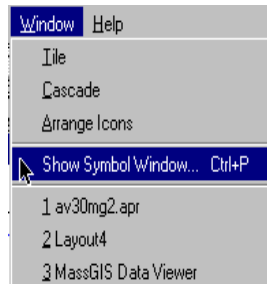


- d) It is possible to move back and forth between the MaViewer Window and the layout. But it is important to never close the Layout by clicking the X in its upper right corner. To move back and forth, go to the Window menu and select the “MaViewer” option. When you wish to return to the layout, go to the Window menu again, and select “Layout” or the name you assigned to the layout. This type of operation is called “live link”.

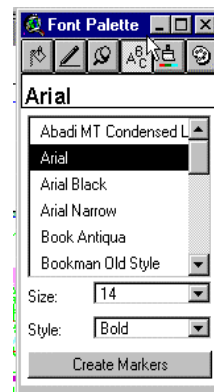


Adding Text to the Layout

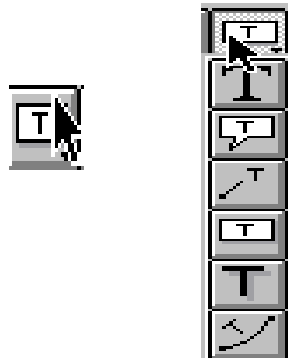
- a) A good map should always include, at a minimum, reference to the data source, the date the map was created and the cartographer's name, initials and/or program. In some cases a "disclaimer" will need to be included that warns the user that accurate use of the map information in the field may be limited.
- b) To set the text size, font type and font style, go to the **Window menu**. Select "**Show Symbol Window**", or click on the "**Symbol**" button.



- c) Select the "**ABC**" icon. Pick the font type, font size and font style. Close the window. **Hint:** To fit into your Layout and not over power it, we suggest selecting font size 14 for the selected paper size.



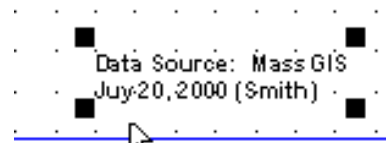
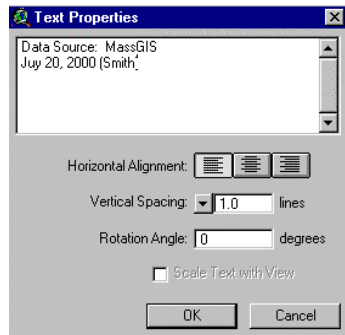
- d) Click on the "**Text**" Tool in the tool bar, or select "**Text**" under the **Layout menu**. Select the rectangle text box. Move the cursor (which now becomes a circle with a dot) in the middle over the layout area where you want to place text information. Click once.



- e) A “Text Properties” window appears. In the window type the following:

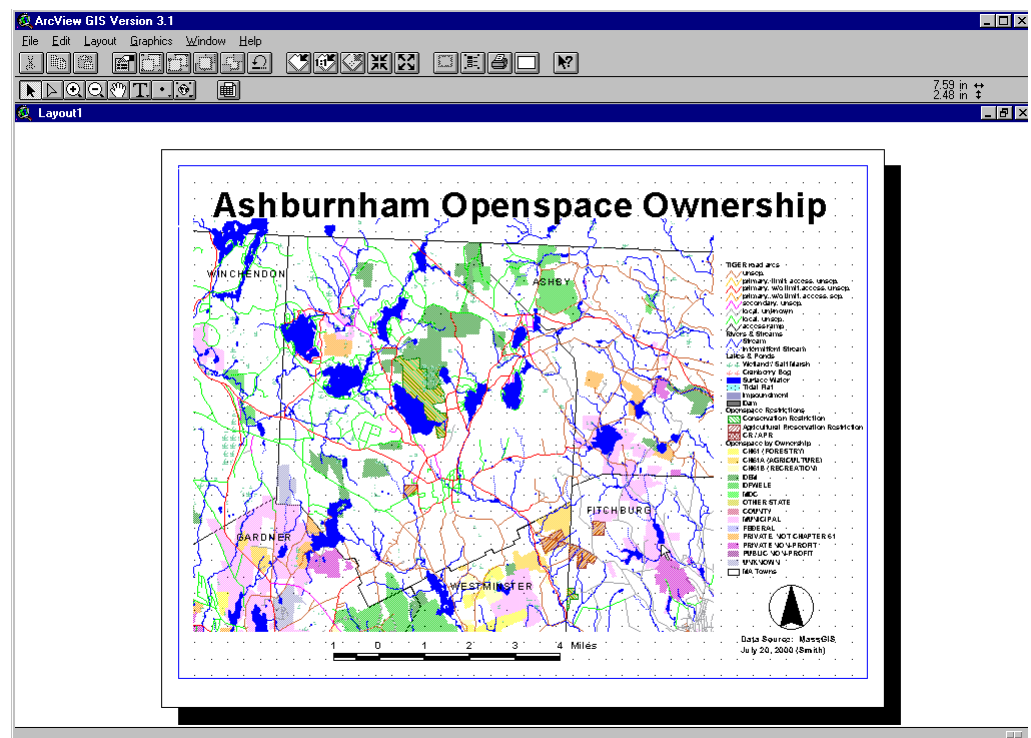
Data Source: MassGIS
Date (Your last name)

- f) Click OK.



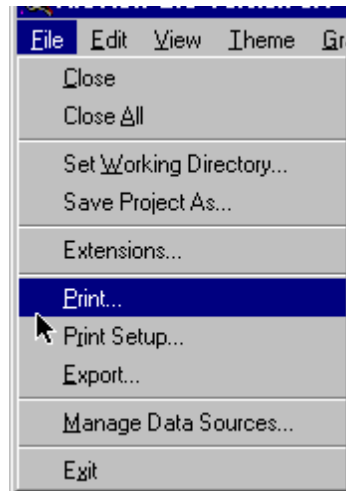
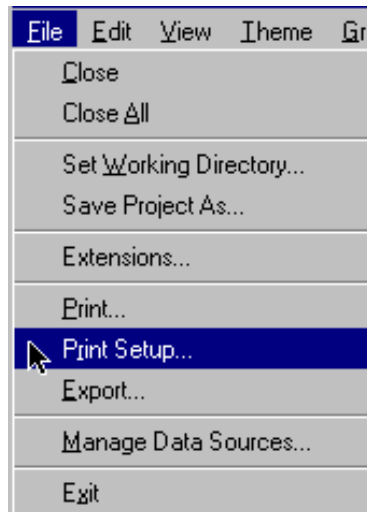
When squares are around text, you can use pointer tool to drag it to move it in layout

- g) By clicking on the corners of the “text box” in the **Layout**, you can resize the box. and also move it around in the Layout. Try this until it is the size you feel looks best and in a good location.
- h) If placement of the “Text Box” is difficult try selecting “Properties” under the **Layout menu**. Click off “Snap to Grid” the click OK. Without the “Snap to Grid” turned on a subtler placement is permissible by selecting the box and using the arrow keys on your keyboard

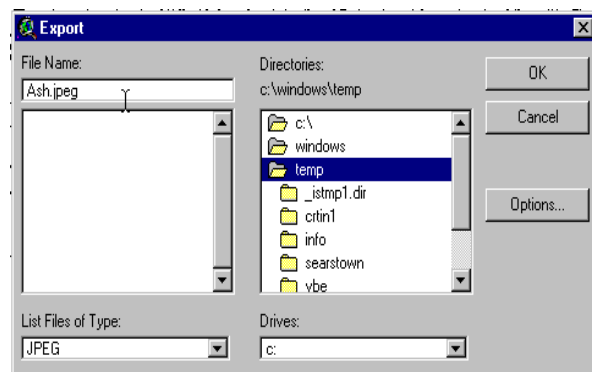
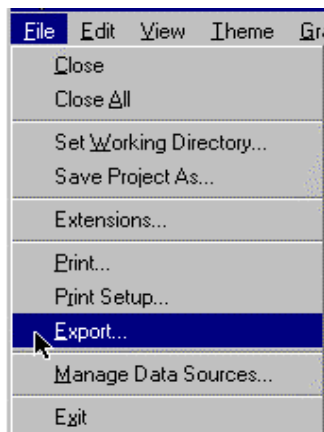


4. Preparing the Map for Printing

- When satisfied with your Layout, go to the **File** menu..
- In the **File menu**, select “**Print**”.
- In the “**Print Window**” select a printer and click **OK**.



Note: When you close your MassViewer Window and the project, the Layout will not be saved. You may save the layout by selecting “Export” from the File menu. In export, select the folder where you want it saved. Name the Export image, but be sure it ends in “.jpg” Click OK



Activity #5 – Making a Map of Your Community

Use the techniques described above, but this time create your own map. Select the themes you want, adjust the colors and shadings of the symbols as you desire. Change the symbols to single values or unique values the choice is yours. When ready, save your layout and print the map.